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FIFTH COMMITTEE
Agenda item 105

REVIEW OF THE EFFICIENCY OF THE ADMINISTRATIVE AND FINANCIAL FUNCTIONING OF THE UNITED NATIONS

Restructuring of the United Nations Secretariat

Note by the Chairman

Addendum

1. At its 3rd meeting, on 6 October 1994, the Fifth Committee decided to invite the Second, Third and Fourth Committees to review the report of the Secretary-General on the restructuring of the Secretariat (A/49/336), which had been submitted under agenda item 105 entitled "Review of the efficiency of the administrative and financial functioning of the United Nations".

2. Responses from the Second and Fourth Committees were included in document A/C.5/49/28. A response was recently received from the Chairman of the Third Committee, the substantive portion of which, along with the relevant attachments, is reproduced below in the annex to the present document.

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ANNEX

Letter dated 9 November 1994 from the Chairman of the Third Committee to the Chairman of the Fifth Committee

In response to your letters dated 27 September and 11 October 1994 seeking the views of the Third Committee on agenda items 105, Review of the efficiency of the administrative and financial functioning of the United Nations, and 108, Programme planning, the Third Committee considered those issues at its 12th and 18th meetings, on 21 October and 2 November 1994 respectively. In addition, I requested the members of the Committee to transmit written comments on those two items to me if they so desired. These are attached to the present letter.

(Signed) Kéba Birane CISSÉ

APPENDIX I

Comments by the delegation of Cuba on the restructuring of the United Nations Secretariat

1. The contents should be rearranged so that the section on human rights, which is now under chapter III, section A, "Political, peace-keeping and humanitarian functions", is placed under section B, "Economic and social sectors".

2. With respect to paragraph 60, by what mandate or decision of a competent intergovernmental organ was it decided to transfer the Electoral Assistance Division to the Department of Peace-keeping Operations?

3. Delete paragraphs 89, 91 and 94.

4. These are some of the preliminary comments of Cuba on the report of the Secretary-General on the restructuring of the Secretariat.

APPENDIX II

Letter dated 17 October 1994 from the representative of the United States of America to the Chairman of the Third Committee

Regarding the letter from the Chairman of the Fifth Committee contained in document A/C.3/49/3, I would like to inform the Chairman of the Fifth Committee, through you, that the United States of America believes that the actions already taken by the Secretary-General regarding the Electoral Assistance Division were within his prerogative as Chief Administrative Officer of the Organization, under Article 97 of the Charter of the United Nations.

(Signed) Victor MARRERO

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Agenda item 107

PROGRAMME BUDGET FOR THE BIENNIUM 1994-1995

Mission for the Verification of Human Rights and of Compliance with the Commitments of the Comprehensive Agreement on Human Rights in Guatemala

Report of the Secretary-General

INTRODUCTION

1. This report seeks an appropriation of $12,725,100 under section 4, Peace-keeping operations and special missions, of the programme budget for the biennium 1994-1995 1/ for the Mission for the Verification of Human Rights and of Compliance with the Commitments of the Comprehensive Agreement on Human Rights 2/ in Guatemala for the period 1 October 1994 to 31 March 1995.

2. In its resolution 48/267 of 19 September 1994, the General Assembly, having considered the report of the Secretary-General (A/48/985) on the establishment of a human rights verification mission in Guatemala, welcomed the report and decided to establish a Mission for the Verification of Human Rights and of Compliance with the Commitments of the Comprehensive Agreement on Human Rights in Guatemala in accordance with the recommendations contained in the report of the Secretary-General, for an initial period of six months.

3. Prior to the adoption of the resolution, the Fifth Committee, inter alia, considered the related statement of programme budget implications submitted by the Secretary-General (A/C.5/48/84) and the recommendations of the Advisory Committee on Administrative and Budgetary Questions (A/48/7/Add.17). The Fifth Committee informed the General Assembly that, should it adopt the aforementioned resolution, the Secretary-General would be:

(a) Authorized to enter into commitments in an initial amount of $7.5 million under section 4 of the programme budget for the biennium 1994-1995, the question of the final level of the authorization for the mandate period to be determined in the light of the subsequent review of revised proposals referred to in paragraph 3 (b) below;

(b) Requested to seek ways and means to reduce the cost of the Mission, by reviewing every item of the proposal, including staffing and related costs, without hindering the full implementation of its mandate, taking into consideration the views of Member States; and to submit to the General Assembly a revised budget at the earliest opportunity, and no later than 30 November 1994, for its immediate consideration;

(c) Requested to ensure that full internal audit and management review services be provided from Headquarters for the mandated period of the Mission;

(d) Requested to enhance coordination within the United Nations system in order to implement the mandate of the Mission in a more cost-effective manner.

4. Accordingly, this report is being submitted to the General Assembly. It reflects the findings of the preliminary mission as well as the technical survey team, which visited Guatemala in September 1994.

I. ESTABLISHMENT OF THE MISSION FOR THE VERIFICATION OF HUMAN RIGHTS AND OF COMPLIANCE WITH THE COMMITMENTS OF THE COMPREHENSIVE AGREEMENT ON HUMAN RIGHTS IN GUATEMALA (MINUGUA)

5. On the basis of the above mandate, MINUGUA was established on 19 September 1994. While the Mission in Guatemala, in its initial phase, will be a mission of verification of human rights, the calendar of negotiations between the Government of Guatemala and the Unidad Revolucionaria Nacional Guatemalteca (URNG) during the mandate period calls for the signing of several agreements on other subjects such as the identity and rights of indigenous peoples, the strengthening of civilian power and role of the army, a definitive cease-fire and other important topics. The culmination of this negotiation process will be the signing of a firm and lasting peace agreement and the start of demobilization. The success of the Mission will depend, in large measure, on its adequate deployment throughout the country since topography, distances and the poor road system make travel difficult in large areas of the country. The Mission will receive, consider and investigate reports of human rights violations; interview persons or groups; visit government offices and URNG encampments; collect whatever information is relevant and disseminate information relating to its activities to the Guatemalan public through mass media. It will pay particular attention to the questions of the rights to life, integrity and security of persons, to individual liberty, to due process, freedom of expression, freedom of movement and of association and to political rights. It will take into account the situation of the most vulnerable groups of society: indigenous peoples and the population directly affected by the armed confrontation, including displaced persons, refugees and returnees.

6. Based on these considerations and a further review of requirements following the earlier consideration of the matter by the Advisory Committee on Administrative and Budgetary Questions and the General Assembly, the revised proposed budget for the first six months of MINUGUA is outlined below.

7. The Mission is headed by a Director of Mission at the D-2 level. Its headquarters are located at Guatemala City. The substantive headquarters will consist of the Office of the Director of the Mission, the Office of Public Information and three branches: the Verification Branch and the Institution-building Branch, each headed by a Legal Officer; and the Technical Assistance Cooperation Branch. In order to provide coverage throughout the national territory, there will be eight regional offices selected on the basis of their access to and from other places and points within the region. Given the fact that certain areas of activity in verifying human rights violations are in isolated areas of difficult access, five subregional offices will also be established. A Division of Administration will provide support services to the Mission and the regional and subregional offices.

8. The proposed staffing of the Mission includes 10 military observers, 60 civilian police and 72 United Nations Volunteers. The United Nations Volunteers will work in teams with the 60 civilian police and will serve as Legal Officers (18) and Human Rights Monitors (54). The 132 human rights verification personnel will be complemented by 113 international staff, 51 at the Professional level and above, 27 in the Field Service category and 35 General Service staff. It also includes 135 local staff. The proposed deployment schedule of these personnel is contained in annex I. Details of the staffing by functions and organizational units are provided in annex III.

9. Compared to the estimates submitted to the General Assembly at its forty-eighth session, the proposed staffing of the Mission reflects a reduction of seven international staff (three P-5, two P-4, three General Service posts and three Field Service posts) and the downgrading of three P-5s to the P-4 level. In financial terms, the current estimate of net requirements of the mission is $3,566,700 less than the initial estimate of $16,291,800. In connection with the United Nations Volunteers, after a careful review of those functions which it was previously anticipated could be carried out by United Nations Volunteers, it is now the view of the Secretary-General that the functions of Political Affairs Officers assigned to each of the eight regional offices should be filled by United Nations staff possessing the required experience and supervisory capability obtained in the Secretariat or in similar mission assignments. These Political Affairs Officers in the regional offices will also be required to act as deputy to the regional coordinators whenever necessary.

10. In order to ensure full internal audit and management review services, an amount of $12,500 is proposed. This will be made available to the Office of Internal Oversight Services in New York.

11. A public information programme, developed by the Department of Public Information, will provide the Mission with the following: (a) an information/education programme using human rights elements aimed at protecting life and personal integrity; and (b) special information support for the verification process and coverage of international effort in fostering institution-building

programmes for the promotion of human rights. The programme will include printing of posters and fliers for internal and external use, the production of film and video programmes, advertisements in local newspapers and local radio and TV productions.

12. In connection with other requirements of the Mission, it should be noted that as a whole, of 12,038 km of road, only 1,868 km are paved. Of those, about half are in poor or deteriorated state. While the majority of the urban areas are accessible by paved roads, many of the subregional offices have access only by dirt roads in poor conditions, which are often subject to blockage during the rainy seasons. Adequate provisions for premises, communications and transportation, therefore, are necessary if the Mission is to establish itself and move freely through the country.

13. Provision is made for rental of premises to accommodate the Mission's headquarters and its regional and subregional offices. The estimates also provide for the rental of one Twin Otter fixed-wing engine aircraft for an average of 35 hours per month to transport observer teams to various areas of the country and to facilitate travel to remote and not easily accessible areas of Guatemala in case of emergencies, including medical evacuations.

14. With regard to communications equipment, the requirements of the Mission will be met by the purchase of communications equipment such as UHF handie talkies, mobile radio, repeater and base stations; HF base stations and mobile radios; a satellite earth station; INMARSAT terminals; microwave links and rural telephone links; telephone exchanges and crypto- and plain fax machines. The topography of the country and the operational plan of the mission will require a larger number of vehicles. Given the nature of the work to be performed, namely the verification of human rights throughout the country, it is essential that the Mission have vehicles in sufficient numbers. Provision also has to be made for replacement of vehicles during periods of maintenance in order to maintain operational readiness at all times, particularly for remote offices, which must count on reliable transport and vehicles. On this basis, the Secretary-General's earlier request for 132 vehicles for the Mission headquarters and its regional and subregional offices (83 four-wheel drive vehicles, 21 light sedans, 13 medium sedans, 8 mini-busses, 6 light busses and 1 heavy sedan) is maintained. Electronic data-processing and office automation equipment and other office equipment, such as laptop and desktop computers, printers, related software, photocopying machines and other miscellaneous equipment, will also be required.

II. REQUIREMENTS FOR THE MISSION'S MANDATE PERIOD

15. The Secretary-General was authorized to enter into commitments in an initial amount of $7.5 million under section 4 of the programme budget for the biennium 1994-1995. In connection with payments to other missions for the transfer of vehicles and surplus equipment, the Secretary-General was requested to make provisions for such payments should the General Assembly decide to approve the procedure outlined in its decision 48/496 of 29 July 1994, those amounts to be included in the revised budget for the Mission for the

Verification of Human Rights and of Compliance with the Commitments of the Comprehensive Agreement on Human Rights in Guatemala.

16. On that basis and pending the decision of the General Assembly to approve the procedure outlined in its decision 48/496, the total requirements for the six-month period of the Mission from October 1994 to March 1995 are now estimated at $12,725,100, including a provision of $2,655,500 for payments to other missions for the transfer of surplus vehicles and equipment. Details of the requirements are explained in annex II of the present report and are summarized below.

	Thousands of US dollars
Military personnel costs	124.1
Civilian police costs	489.0
Internal audit and management review services	12.5
Temporary posts (salaries and common staff costs)	3 100.2
Mission subsistence allowance	888.2
Travel of staff	62.7
Personal service contracts (United Nations Volunteers)	1 198.9
Rental of aircraft	230.0
Rental and maintenance of premises	250.8
Rental and maintenance of vehicles	393.1
Communications	325.0
Human rights education/public information	125.8
Miscellaneous supplies and services	247.8
Freight and related costs	704.1
Acquisition of vehicles	2 003.5
Acquisition of furniture and equipment	1 493.8
Acquisition of communications equipment	1 075.6
Total	12 725.1
Payment to other missions	(2 655.5)
Net total	10 069.6

III. CONTINGENCY FUND

17. In annex I to General Assembly resolution 41/213 of 19 December 1986, which sets out the current budget process, paragraph 11 provides, inter alia, that:

> "the revised estimates arising from the impact of extraordinary expenses, including those relating to the maintenance of peace and security, as well as fluctuations in rates of exchange and inflation, shall not be covered by the contingency fund and shall continue to be treated in accordance with established procedures and under the relevant provisions of the Financial Regulations and Rules".

18. The Secretary-General is of the view that, while not directly related to the maintenance of peace and security, the activities outlined above nevertheless are of an extraordinary nature and thus should be dealt with outside the procedures related to the contingency fund, as provided for in paragraph 11 of annex I to resolution 41/213.

IV. SUMMARY

19. It is estimated that the net requirements of the Mission for the Verification of Human Rights and of Compliance with the Commitments of the Comprehensive Agreement on Human Rights in Guatemala for the period 1 October 1994 to 31 March 1995 will amount to $12,725,100. Accordingly, an appropriation of $12,725,100 will be required under section 4 of the programme budget for the biennium 1994-1995. Furthermore, an additional appropriation of $728,100 will be required under section 28, Staff assessment, offset by the same amount under income section 1, Income from staff assessment.

Notes

1/ See Official Records of the General Assembly, Forty-eighth Session, Supplement No. 6 (A/48/6/Rev.1), vol. I, sect. 4.

2/ A/48/928-S/1994/448, annex I.

Annex I

HUMAN RIGHTS VERIFICATION MISSION IN GUATEMALA: PROPOSED DEPLOYMENT OF PERSONNEL

	Proposed strength	15 Oct. 1994	1 Nov. 1994	15 Nov. 1994	23 Nov. 1994	1 Dec. 1994	15 Dec. 1994	1 Jan. 1995	15 Jan. 1995	1 Feb. 1995	15 Feb. 1995	Actual total strength
D-2	1	-	-	-	1	-	-	-	-	-	-	1
D-1	2	-	-	1	1	-	-	-	-	-	-	2
P-5	8	-	-	1	-	-	1	-	3	3	-	8
P-4	13	-	1	1	1	1	2	-	3	4	-	13
P-3	22	-	2	12	1	-	2	2	3	-	-	22
P-2	5	-	3	2	-	-	-	-	-	-	-	5
Subtotal	51	-	6	17	4	1	5	2	9	7	-	51
General Service	35	-	1	11	4	5	9	2	3	-	-	35
Field Service	27	1	6	8	1	2	2	2	3	2	-	27
Subtotal	62	1	7	19	5	7	11	4	6	2	-	62
Total staff	113	1	13	36	9	8	16	6	15	9	-	113
United Nations Volunteers	72	-	-	-	-	32	15	25	-	-	-	72
Military observers	10	-	1	2	-	4	3	-	-	-	-	10
Civilian police	60	-	-	-	-	10	8	-	23	19	-	60
Total, international	255	1	14	38	9	54	42	31	38	28	-	255
Local staff	135	-	2	1	9	5	20	20	30	30	18	135
Grand total	390	1	16	39	18	59	62	51	68	58	18	390

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Annex II

BUDGET ESTIMATES FOR HUMAN RIGHTS VERIFICATION MISSION IN GUATEMALA

	Estimated cost Thousands of US dollars
A. Personnel	
1. Military observers	124.1
Provision under this heading relates to monthly mission allowance ($94,100); travel ($15,000); clothing allowance ($1,000) and death and disability compensation ($14,000) in respect of 10 military observers deployed in accordance with annex I.	
2. Civilian police	489.0
Provision under this heading relates to monthly mission allowance ($393,000), travel ($90,000) and clothing allowance ($6,000) for 60 civilian police deployed in accordance with annex I.	
3. Personal service contracts	1 198.9
The requirements under this heading relate to contractual arrangements in respect of 72 United Nations Volunteers who would be engaged in human rights verification activities in the various regions and subregions of the mission. The contractual arrangements of $4,200 per month include travel, insurance and allowances of the Volunteers in accordance with the deployment plan detailed in annex I.	
4. United Nations staff	4 063.6
This provision would cover salaries, common staff costs, travel and subsistence in respect of 113 international staff (51 at the Professional level and above, 35 General Service and 27 Field Service) and 135 Local level posts costed in accordance with the deployment schedule set out in annex I. The monthly subsistence allowance is based on daily rates of $95 for the first 30 days and thereafter $71 per day for 120 international staff and based on the deployment plan detailed in annex I. The distribution of staff by component is indicated in annex III.	

Estimated cost
Thousands of US dollars

In addition, provisions are also made for consultation and coordination travel of staff from Headquarters to the mission area.

The breakdown of provisions under this heading is as follows:

	$	
Temporary posts (salaries and common staff costs)	3 100 200	
Mission subsistence allowance	888 200	
Internal audit/management review services	12 500	
Other official travel of staff	62 700	
Subtotal, personnel costs		5 875.6

B. Operational costs

1. Rental and maintenance of premises — 250.8

Provision of $105,000 is made for rental of 14 buildings (the headquarters in Guatemala City and the regional and subregional offices at $63,000 and $42,000, respectively; and parking and warehouse facilities, estimated at $22,100).

Provision is also made for minor alterations and renovations of those premises in poor condition ($35,700); utilities ($16,000); miscellaneous supplies and services ($20,000); and fuel for generators ($52,000).

2. Rental and maintenance of aircraft — 230.0

Provision is made for the rental of one Twin Otter fixed-wing aircraft for five months to facilitate travel to remote and not easily accessible areas of Guatemala. The aircraft would provide for emergencies, including medical evacuations. Estimates are based on a fixed monthly rate of $30,000 for 25 flight hours per month plus 10 additional hours per month and landing fees.

3. Rental and maintenance of vehicles — 393.1

Provision is made for the rental of three 3-ton trucks for a 30-day period, to provide initial cargo transportation for the mission ($13,500).

Estimated cost
Thousands of US dollars

It is estimated that 132 vehicles would be required for the Mission, all of which would be acquired from other missions. The requirements under this heading relate to the repair and maintenance for the full fleet of vehicles transferred from other missions, including the workshop equipment required ($257,400); third-party liability insurance at $400 per vehicle per annum for the period 1 November 1994 to 31 March 1995 ($22,000); and petrol, oil and lubricants estimated at $5 per vehicle per day for 132 vehicles ($100,200) and the rented trucks indicated above.

4. Communications — 325.0

The proposed provision includes the costs of communications equipment, telephone charges, user charges for satellite communications terminals, pouches and other mail services.

5. Miscellaneous supplies and services — 247.8

Provision is made for the following services: contractual services of garbage collection, technical repairs and photocopying services ($16,500); security services ($66,000); medical treatment at hospitals, claims and adjustment ($5,000); and official hospitality ($2,500). Provisions for miscellaneous supplies are as follows: stationery and office supplies ($17,300); medical supplies ($60,000); sanitation and cleaning materials ($15,000); subscriptions ($2,500); flags and decals ($37,000); operational maps ($20,000); and electrical supplies ($6,000).

6. Freight and related costs — 704.1

This provision would be required for the transportation from other missions of 132 vehicles ($371,000) and transportation of communications, test/workshop equipment and spare parts ($209,300) and generators ($11,000); transportation of office automation and electronic data-processing (EDP) equipment ($92,800); and other miscellaneous equipment and clearing charges ($20,000).

7. Human rights education public information — 125.8

The estimated requirements would cover production costs, supplies, duplication costs, dissemination costs and subscription costs.

	Estimated cost Thousands of US dollars
8. Acquisition of furniture and equipment	1 493.8

Under acquisition of furniture and equipment, the estimated requirements are broken down as follows:

(a) Office furniture and equipment: $469,800

Office furniture is provided for 250 staff and are estimated at $900 per person. Provisions are also made for the following: 3 copiers, 1 extra high-speed and 2 high-speed ($25,000 and $10,000 each, respectively); 14 electrical and 19 manual typewriters ($720 and $255 each, respectively); 8 overhead projectors ($250 each); 28 calculators ($50 each); 15 shredders ($58,000); and 2 safes ($3,000).

(b) Office automation/electronic data-processing (EDP) equipment and software: $773,200

Estimates are based on 150 personal computers, 125 desktop and 25 laptop (at $1,380 and $2,100 each respectively); 70 printers, 15 deskjet, 50 laser and 5 portable (estimated at $350, $1,500 and $400 each, respectively); and related software (estimated at $1,500 each for each personal computer). Proprietary software licenses and maintenance costs are estimated at $36,000.

Provision would also be made for 150 uninterrupted power supplies ($60,000), 150 voltage regulators ($60,000) and LAN connectivity ($85,000).

(c) Generators: $91,900

Provisions include 1 generator for each of the 14 offices and 4 to be kept in reserve. It is anticipated that all generators could be provided from other missions. After allowing for depreciation of 10 per cent, the cost is estimated at $91,900.

(d) Other equipment: $158,900

Provisions under this heading include medical equipment and kits ($10,000); observation equipment ($21,000); other miscellaneous equipment ($20,000); and provisions for parts and repairs of all office furniture and equipment ($107,900).

	Estimated cost Thousands of US dollars
9. Acquisition of vehicles	2 003.5
Estimated transportation equipment requirements include one heavy sedan ($20,000); 13 medium sedans ($221,000); 21 light sedans ($273,000); 83 4 x 4 vehicles ($1,701,500); 6 light buses ($114,000) and 8 mini-buses ($144,000). As it is anticipated that these vehicles could be provided from other missions, after allowing for depreciation of 10 per cent, the cost is estimated at $2,003,500.	
10. Acquisition of communications equipment	1 075.6
Estimated communications equipment needs include: 10 high frequency (HF) base stations; 20 mobile HF radios; 25 ultra high-frequency (UHF) repeaters; 250 UHF handie talkies; 150 mobile UHF radios; 40 UHF base stations; 1 satellite earth station; 10 International Maritime Satellite Organization (INMARSAT) terminals; 4 microwave links; 1 large telephone exchange and 38 small telephone exchanges; 2 crypto- and 15 plain fax machines. It is estimated, however, that 293 of these items could be provided from other missions. As regards equipment transferred from other missions, the related transfer, after deducting allowance for depreciation, is estimated at $560,100. Anticipated requirements for new equipment amount to $515,500.	
Subtotal, operational costs	6 849.5
Total costs	12 725.1

Annex III

DEPLOYMENT OF PERSONNEL BY COMPONENT

(For the period 1 October 1994 to 31 March 1995)

Organizational unit	Professional and above							Field and General Service					
	D-2	D-1	P-5	P-4	P-3	P-2	Sub-total	FS	GS Principal level	GS	Sub-total	Total	UNV
1. Office of the Director of the Mission													
Director of Mission	1	-	-	-	-	-	1	-	1	-	1	2	-
Deputy Director	-	1	-	-	-	-	1	-	-	1	1	2	-
Special Assistant to Director	-	-	-	1	-	-	1	-	-	-	0	1	-
Human Rights Adviser	-	-	1	-	-	-	1	-	-	1	1	2	-
Legal Adviser	-	-	1	-	-	-	1	-	-	1	1	2	-
Police Adviser	-	-	-	-	-	-	0	-	-	-	0	0	-
Military Adviser	-	-	-	-	-	-	0	-	-	-	0	0	-
Indigenous Adviser	-	-	1	-	-	-	1	-	-	-	0	1	-
Analysis and documentation	-	-	-	-	1	1	2	-	-	-	0	2	-
Human rights promotion and education	-	-	-	-	1	1	2	-	-	-	0	2	-
Subtotal	1	1	3	1	2	2	10	-	1	3	4	14	-
Verification Branch													
Office of the Chief (Legal Officer)	-	-	1	-	-	-	1	-	-	1	1	2	-
Verification - Legal	-	-	-	1	1	-	2	-	-	1	1	3	-
Verification - Political	-	-	-	1	1	-	2	-	-	1	1	3	-
Subtotal	-	-	1	2	2	-	5	-	-	3	3	8	-
Institution-building Branch													
Office of the Chief (Legal Officer)	-	-	1	-	-	-	1	-	-	1	1	2	-
Justice and institution-building (legal)	-	-	-	1	2	-	3	-	-	1	1	4	-
Justice and institution-building (police)	-	-	-	-	-	-	0	-	-	-	0	0	-
Civilian police training	-	-	-	-	-	-	0	-	-	-	0	0	-
Subtotal	-	-	1	1	2	-	4	-	-	2	2	6	-

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Organizational unit	Professional and above							Field and General Service					
	D-2	D-1	P-5	P-4	P-3	P-2	Sub-total	FS	GS Principal level	GS	Sub-total	Total	UNV
Technical Assistance Cooperation Branch													
Office of the Chief	-	-	1	-	-	-	1	-	-	1	1	2	-
Liaison Officer	-	-	-	1	-	-	1	-	-	-	0	1	-
Subtotal	-	-	1	1	-	-	2	-	-	1	1	3	-
2. Office of Public Information													
Spokesperson	-	-	1	-	-	-	1	-	-	1	1	2	-
Public information	-	-	-	-	2	-	2	-	-	1	1	3	-
Subtotal	-	-	1	-	2	-	3	-	-	2	2	5	-
Total headquarters substantive	1	1	7	5	8	2	24	-	1	11	12	36	-
Division of Administration													
Office of Chief Administrative Officer													
Chief Administrative Office	-	1	-	-	-	-	1	-	1	-	1	2	-
Deputy Chief Administrative Officer	-	-	-	-	-	-	0	-	-	-	0	0	-
Security and Safety	-	-	-	-	1	-	1	1	-	1	2	3	-
Regional Administrative Coordination	-	-	-	-	-	-	0	1	-	-	1	1	-
Subtotal	-	1	-	-	1	-	2	2	1	1	4	6	-
Procurement Section													
Chief Procurement Officer	-	-	-	1	-	-	1	-	-	1	1	2	-
Contracts and claims	-	-	-	-	-	-	0	1	-	1	2	2	-
Purchasing and processing	-	-	-	-	-	-	0	1	-	-	1	1	-
Subtotal	-	-	-	1	-	-	1	2	-	2	4	5	-
Finance Section													
Chief Finance Officer	-	-	-	1	-	-	1	-	-	1	1	2	-
Accounts	-	-	-	-	1	-	1	-	-	1	1	2	-
Budget and cashiers/Allowance and pay	-	-	-	-	1	-	1	-	-	2	2	3	-
Subtotal	-	-	-	1	2	-	3	-	-	4	4	7	-

Organizational unit	Professional and above							Field and General Service					
	D-2	D-1	P-5	P-4	P-3	P-2	Sub-total	FS	GS Principal level	GS	Sub-total	Total	UNV
Personnel Section													
Chief Personnel Officer	-	-	-	1	-	-	1	-	-	1	1	2	-
International/local staff management	-	-	-	-	1	-	1	-	-	1	1	2	-
Subtotal	-	-	-	1	1	-	2	-	-	2	2	4	-
General Service Section													
Chief General Services Officer	-	-	1	-	-	-	1	-	-	1	1	2	-
Supply	-	-	-	-	-	-	0	-	-	-	0	0	-
Receipt and inspection	-	-	-	-	-	-	0	1	-	-	1	1	-
Property survey and claims, property and inventory control	-	-	-	-	-	-	0	1	-	-	1	1	-
Registry/mail/pouch	-	-	-	-	-	-	0	1	-	-	1	1	-
Subtotal	-	-	1	-	-	-	1	3	-	1	4	5	-
Logistics													
Travel	-	-	-	-	-	-	0	1	-	-	1	1	-
Movement control	-	-	-	-	1	-	1	1	-	-	1	2	-
Subtotal	-	-	-	-	1	-	1	2	-	-	2	3	-
Engineering and Maintenance (Building Management Service)													
Building Management	-	-	-	-	-	-	0	1	-	-	1	1	-
Maintenance and repair	-	-	-	-	-	-	0	1	-	-	1	1	-
Subtotal	-	-	-	-	-	-	0	2	-	-	2	2	-
Communications Section													
Chief Communications Officer	-	-	-	-	-	-	0	1	-	1	2	2	-
Radio supply/operation	-	-	-	-	-	-	0	4	-	-	4	4	-
Radio repair/maintenance	-	-	-	-	-	-	0	2	-	-	2	2	-
Generator and technical services	-	-	-	-	-	-	0	2	-	-	2	2	-
Subtotal	-	-	-	-	-	-	0	9	-	1	10	10	-

Organizational unit	Professional and above							Field and General Service					
	D-2	D-1	P-5	P-4	P-3	P-2	Sub-total	FS	GS Principal level	GS	Sub-total	Total	UNV
Transport Section													
Chief Transport Officer	-	-	-	-	-	-	0	1	-	1	2	2	-
Fleet dispatch and control	-	-	-	-	-	-	0	1	-	-	1	1	-
Fleet maintenance	-	-	-	-	-	-	0	1	-	-	1	1	-
Parts supply stores	-	-	-	-	-	-	0	1	-	-	1	1	-
Subtotal	-	-	-	-	-	-	0	4	-	1	5	5	-
Information Management Systems (EDP)													
Systems installation/operation	-	-	-	-	1	-	1	-	-	1	1	2	-
Systems training	-	-	-	-	-	-	0	-	-	1	1	1	-
Subtotal	-	-	-	-	1	-	1	-	-	2	2	3	-
Total headquarters Administration	-	1	1	3	6	-	11	24	1	14	39	50	-
Regional offices													
Guatemala City													
Regional coordinator	-	-	-	1	-	-	1	-	-	1	1	2	-
Political Affairs/Operations Officer	-	-	-	-	1	-	1	-	-	-	0	1	-
Legal Officer	-	-	-	-	-	-	0	-	-	-	0	0	4
Human rights observer	-	-	-	-	-	-	0	-	-	-	0	0	12
Police observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Regional administration	-	-	-	-	-	-	0	1	-	-	1	1	-
Subtotal	-	-	-	1	1	-	2	1	-	1	2	4	16
Quetzaltenango													
Regional coordinator	-	-	-	1	-	-	1	-	-	1	1	2	-
Political Affairs/Operations Officer	-	-	-	-	1	-	1	-	-	-	0	1	-
Legal Officer	-	-	-	-	-	-	0	-	-	-	0	0	3
Human rights observer	-	-	-	-	-	-	0	-	-	-	0	0	9
Police observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Military observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Regional administration	-	-	-	-	-	-	0	1	-	-	1	1	-
Subtotal	-	-	-	1	1	-	2	1	-	1	2	4	12

Organizational unit	Professional and above							Field and General Service					
	D-2	D-1	P-5	P-4	P-3	P-2	Sub-total	FS	GS Principal level	GS	Sub-total	Total	UNV
Huehuetenango													
Regional coordinator	-	-	-	1	-	-	1	-	-	1	1	2	-
Political Affairs/Operations Officer	-	-	-	-	1	-	1	-	-	-	0	1	-
Legal Officer	-	-	-	-	-	-	0	-	-	-	0	0	3
Human rights observer	-	-	-	-	-	-	0	-	-	-	0	0	9
Police observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Military observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Regional administration	-	-	-	-	-	-	0	1	-	-	1	1	-
Subtotal	-	-	-	1	1	-	2	1	-	1	2	4	12
Sta. Cruz de Quiche													
Regional coordinator	-	-	-	1	-	-	1	-	-	1	1	2	-
Political Affairs/Operations Officer	-	-	-	-	1	-	1	-	-	-	0	1	-
Legal Officer	-	-	-	-	-	-	0	-	-	-	0	0	2
Human rights observer	-	-	-	-	-	-	0	-	-	-	0	0	6
Police observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Military observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Regional administration	-	-	-	-	-	-	0	-	-	-	0	0	-
Subtotal	-	-	-	1	1	-	2	-	-	1	1	3	8
Solola													
Regional coordinator	-	-	-	-	1	-	1	-	-	1	1	2	-
Political Affairs/Operations Officer	-	-	-	-	-	1	1	-	-	-	0	1	-
Legal Officer	-	-	-	-	-	-	0	-	-	-	0	0	1
Human rights observer	-	-	-	-	-	-	0	-	-	-	0	0	3
Police observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Military observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Regional administration	-	-	-	-	-	-	0	-	-	-	0	0	-
Subtotal	-	-	-	-	1	1	2	-	-	1	1	3	4

Organizational unit	Professional and above							Field and General Service					
	D-2	D-1	P-5	P-4	P-3	P-2	Sub-total	FS	GS Principal level	GS	Sub-total	Total	UNV
Coban													
Regional coordinator	-	-	-	1	-	-	1	-	-	1	1	2	-
Political Affairs/Operations Officer	-	-	-	-	1	-	1	-	-	-	0	1	-
Legal Officer	-	-	-	-	-	-	0	-	-	-	0	0	3
Human rights observer	-	-	-	-	-	-	0	-	-	-	0	0	9
Police observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Military observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Regional administration	-	-	-	-	-	-	0	-	-	-	0	0	-
Subtotal	-	-	-	1	1	-	2	-	-	1	1	3	12
Zacapa													
Regional coordinator	-	-	-	-	1	-	1	-	-	1	1	2	-
Political Affairs/Operations Officer	-	-	-	-	-	1	1	-	-	-	0	1	-
Legal Officer	-	-	-	-	-	-	0	-	-	-	0	0	1
Human rights observer	-	-	-	-	-	-	0	-	-	-	0	0	3
Police observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Regional administration	-	-	-	-	-	-	0	-	-	-	0	0	-
Subtotal	-	-	-	-	1	1	2	-	-	1	1	3	4
Flores/Sta. Elena													
Regional coordinator	-	-	-	-	1	-	1	-	-	1	1	2	-
Political Affairs/Operations Officer	-	-	-	-	-	1	1	-	-	-	0	1	-
Legal Officer	-	-	-	-	-	-	0	-	-	-	0	0	1
Human rights observer	-	-	-	-	-	-	0	-	-	-	0	0	3
Police observer	-	-	-	-	-	-	0	-	-	-	0	0	-
Regional administration	-	-	-	-	-	-	0	-	-	-	0	0	-
Subtotal	-	-	-	-	1	1	2	-	-	1	1	3	4
Total regional	-	-	-	5	8	3	16	3	-	8	11	27	72
Grand total	1	2	8	13	22	5	51	27	2	33	62	113	72